ADMINISTRATIVE - INTERNAL USE ONLY

MEMORANDUM FOR: Deputy Director of Security (P&M)

SUBJECT   : MBO Objective OS-D 07-76

1. Reference is made to your memorandum, subject as
above, dated 19 September 1975, requesting records manage-
ment information on the record holdings of this Directorate.
Paragraph 4 of this memorandum required that each type of
record be categorized for retention or destruction. Set
forth below is this categorization utilizing the following
~~samples~~:
SYMBOLS;

    A. Must be kept by law, directive or regulation

    B. Must be destroyed

    C. Should be kept

    D. Should be destroyed

Security Analysis Group

Office Files	Total:	145	cu. ft.	Characterized
Security Files		97	cu. ft.	A
Policy/Admin Files		15	cu. ft.	A
Rockefeller Commission Research		5	cu. ft.	C
Senate & House Select Committee Research		3	cu. ft.	C
DDO 201 Files		1	cu. ft.	A
Intelligence Monographs		5	cu. ft.	C
CI Reference		19	cu. ft.	C

Card Size Files	Total:	3.3 cu. ft.	
Case Control Cards		.66 cu. ft.	C
Special CI Case Index		2.64 cu. ft.	C

Odd Size Material	Total:	2 cu. ft.	
Miscellaneous		2 cu. ft.	D

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Reference Material Total:	35	cu.ft.	Characterized
Telephone Directories	4.5	cu.ft.	C
City Directories	14	cu.ft.	C
Agency Personnel Machine Runs	7	cu.ft.	C
Training Material	1	cu.ft.	C
Dictionaries	2.5	cu.ft.	C
Biographic Registers	1.5	cu.ft.	C
Diplomatic Lists	1.5	cu.ft.	C
Miscellaneous Directories	3.0	cu.ft.	C
Magnetic Records Total:	52	Tapes	C
CI Interviews (5" X 5" each)	52	Tapes	C

Total Records Volume is 185.3 cu. ft. plus 52 magnetic records (5" X 5" each).

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OFFICE OF THE CHIEF, SECURITY SUPPORT DIVISION

	CU. FT.	RETENTION/ DESTRUCTION CATEGORY
Management/Policy Files	4	C
Chronos/Histories	1	C
Chronos/Histories	1	D
Special Case Materials	4	C
Administrative Files	2	C
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MILESTONE NUMBER 2

OFFICE ADMINISTRATIVE

	CU. FT.	RETENTION/ DESTRUCTION CATEGORY
Correspondence, memos, guidance papers	4.2	C
Personnel Files	.4	C
Budget Files	1.0	C
Management Reference Materials	1.0	C
Statistical Files & Reports	1.0	C
Field Operation Files	.8	C
Records Center Listings	1.0	C
Senate & Committee Materials	2.0	C
Data Processing Materials	.3	C
Office Notices and Handbooks	1.6	C
Regulations & Policy	1.0	C
TOTAL	14.3	

OVERT OPERATIONS

	CU. FT.	
* Subject Files	561.4	*C
Scheduling Logs (Inactive)	1.5	D
Scheduling Logs (Active)	1.0	C
Miscellaneous Admin. Correspondence	.5	C
Tape Cassettes of Interviews	.3	C
Index File (3 X 5)	11.8	C
TOTAL	576.5	

* According to Record Control Schedule 36-70 these dossiers
must be kept for 30 years.
Identified 75 cubic feet of inactive subject files that could
be destroyed leaving a remainder of 495.4 cu. ft. which should
be retained.

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COVERT OPERATIONS

	CU. FT.	RETENTION/ DESTRUCTION CATEGORY
General Correspondence, memos, guidance papers	1.0	C
Briefing Materials	.5	C
Covert Reports (being processed)	.5	C
TOTAL	2.0	

RESEARCH AND TRAINING

	CU. FT.	RETENTION/ DESTRUCTION CATEGORY
Active Research Materials	2.0	C
Completed Research	3.0	D
Reference Research Materials	6.0	C
Research Reports & History Materials	2.0	C
Training Reference Materials	5.0	C
Training Case Studies	4.0	C
Training Tests	5.0	C
TOTAL	27.0	

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OPERATIONS SUPPORT BRANCH

	CU. FT.	RETENTION/ DESTRUCTION CATEGORY
Project Files	3.5	C
Project Files	1.5	D
Operational Support Files	5	C
Operational Support Files	3	D
Card-size Files	2	D
Reference Material	3	C
	18	

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EXTERNAL ACTIVITIES BRANCH

	CU. FT.	RETENTION/ DESTRUCTION CATEGORY
Policy Materials	3.5	C
Policy Materials	2	D
Reference Materials	2	C
Reference Materials	.5	D
Cover Records	5	C
Cover Records	.5	D
Cover Files	1.5	C
STAT [____] Files	1.5	C
Files	.5	D
STAT Project [____]	4	D
	21	

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Office of the Chief/Clearance Division   Characterized

*Security Dossiers	90	cu. ft.	A
Reference Material	5	cu. ft.	C
Reference Material	2/3	cu. ft.	D
Policy Files	2	cu. ft.	C

Liaison Office/Clearance Division

*Security Dossiers	12	cu. ft.	A
Reference Material	3	cu. ft.	C
Audio Tapes	3	cu. ft.	D
Video Tapes	3	cu. ft.	D
Policy Files	2	cu. ft.	C

Staff & Operations Branch/Clearance Division

*Security Dossiers	27.7	cu. ft.	A
Card Size Files	2.5	cu. ft.	C
Reference Material	10.1	cu. ft.	C
Reference Material	2	cu. ft.	D
Policy Files	3	cu. ft.	D

CD-1/Clearance Division

*Security Dossiers	11.8	cu. ft.	A
Card Size Files	3.11	cu. ft.	C
Reference Material	1.5	cu. ft.	C
Reference Material	.5	cu. ft.	D
Policy Files	1	cu. ft.	D

CD-2/Clearance Division

*Security Dossiers	32	cu. ft.	A
Card Size Files	.3	cu. ft.	C
Reference Material	2	cu. ft.	C
Policy Files	3	cu. ft.	D

CD-3/Clearance Division

*Security Dossiers	12.7	cu. ft.	A
Card Size Files	.3	cu. ft.	C
Reference Material	3	cu. ft.	C
Reference Material	.2	cu. ft.	B
Policy Files	2	cu. ft.	D

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Industrial & Certification Branch/Clearance Division

			Characterized
*Security Dossiers	3	cu. ft.	A
Policy Files	1	cu. ft.	D

CD-4 Clearance Division

*Security Dossiers	31	cu. ft.	A
Policy Files	2	cu. ft.	D

CD-5/Clearance Division

*Security Dossiers	7	cu. ft.	A
Card Size Files	.76	cu. ft.	C
Reference Material	1	cu. ft.	C
Policy Files	2	cu. ft.	D

CD-6/Clearance Division

*Security Dossiers	9.8	cu. ft.	A
Card Size Files	.55	cu. ft.	C
Reference Material	.5	cu. ft.	D
Policy Files	1	cu. ft.	D

*These files are estimated to contain 12 cubic feet of duplicative material which could be destroyed when present restraints are lifted.

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Deputy Director of Security (PSI)

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